

# **National Kaohsiung University of Science and Technology Directions for the Appointment of Non-tenure-track Faculty Member Using the University Endowment Fund**

Reviewed and approved by the 1<sup>st</sup> t University Endowment Fund Management Committee Meeting of 2017 Academic Year on  
April 30, 2018

Reviewed and approved by the 1<sup>st</sup> University Endowment Fund Management Committee Meeting of 2020 Academic Year on  
December 7, 2020

Reviewed and approved by the 5<sup>th</sup> University Endowment Fund Management Committee Meeting of 2021 Academic Year on  
June 8, 2022

Reviewed and approved by the 1<sup>st</sup> University Endowment Fund Management Committee Meeting of 2022 Academic Year on  
September 21, 2022

I. National Kaohsiung University of Science and Technology (hereinafter “the University”) stipulates the Directions for the Appointment of Non-tenure-track Faculty Member Using the University Endowment Fund (hereafter “the Directions”) in accordance with the Principles for Appointing Non-tenure-track Faculty Member in Colleges or Above (hereafter “the Principles”) for the purpose of responding to higher education development trends, enhance the quality of education, strengthen educational performance.

II. The non-tenure-track faculty member appointed using the university endowment fund (hereafter “non-tenure-track faculty member”) referred to in the Directions are full-time teaching personnel who are not within the current establishment of the University, and are employed by the University with self-raised incomes (or using project funds granted by ministries/councils in support of the recruitment of talented teachers and the improvement of teacher structure) as specified in Article 3 of the Regulations for the Management and Supervision of the National University Endowment Fund.

III. The University shall recruit the non-tenure-track faculty member in accordance with the Guidelines of fairness, justice, and openness.

IV. Each unit that appoints the non-tenure-track faculty member shall meet one of the following conditions, and shall submit the proposal for the appointment of non-tenure-track faculty member, and submit it to the president for approval through administrative procedures before it can proceed with the employment process.

(I) The number or the attendance situation of full-time faculties, including the non-tenure-track faculty member, is insufficient to meet the teacher quality standards set in the Regulations on the Development Scale and Resource Conditions of Colleges and Universities with Full-Time Teacher Positions.

(II) Other implementation situations or special reasons.

The academic units at college-level may submit the applications for the appointment of non-tenure-track faculty members.

The first proposal shall stipulate the standard of teaching, academic research, counseling, or administrative services of the non-tenure-track faculty member annually. Review and approval meetings shall be conducted by the unit appointing the non-tenure-track faculty member after submission of the proposal.

V. The standards for employment of the non-tenure-track faculty member are as follows:

(I) Qualifications:

1. The candidate shall serve as an assistant professor or above and shall be qualified in accordance with the regulations in the Enforcement Rules of Act Governing the Appointment of Educators or the Employment Regulations for Professional Technicians Teaching at Universities. However, candidates with specific circumstances related to course areas or teaching, as approved through a special contract, are not subject to this limitation.
2. The non-tenure-track faculty member who are newly appointed in professional or technical subjects shall have at least one year of teaching and practical experience in the related field. The reference shall match Article 5 in National Kaohsiung University of Science and Technology Regulations for Appointment of Full-time Faculty Member and the Standards for Recognizing Industry Practical Work Experience of Teachers in Professional or Technical Subjects at Vocational Schools and Colleges under the Ministry of Education.
3. Shall the age of the non-tenure-track faculty member is over sixty-five years, the related regulations shall refer to the Guidelines for Extending the Service of School Principals, Professors, and Associate Professors of National Kaohsiung University of Science and Technology.

(II) Employment process: Refer to National Kaohsiung University of Science and Technology Regulations for Appointment of Full-time Faculty Member.

(III) New employment and promotion review: Regulations regarding the non-tenure-track faculty member who does not own the Teacher's Certificate issued by the Ministry of Education shall be referred to National Kaohsiung University of Science and Technology Regulations for Appointment of Full-time Faculty Member. The process and standards regarding promotion shall be referred to related regulations of the University.

(IV) Term of Employment:

1. Employments are made on an annual basis, with a maximum cumulative planning period of up to three years. However, due to the nature of the teaching fields, the overall faculty resource planning needs, or the self-generated income regarding the non-tenure-track faculty member, the College of General Education, its affiliated centers, the Center of Innovation and

Entrepreneurship Education, and the Sports Department are exempt from this limitation with the approval of the president of the University.

2. The unit planning the re-employment of the non-tenure-track faculty member is required to submit performance data related to teaching, research, counseling, or administrative services in accordance with the re-employment criteria in the proposal stipulated in IV(III) of the Regulation. These documents will be reviewed by the Faculty Evaluation Committee at each level. Upon the approval, the re-employment process will be submitted to the president of the University for final approval.

3. When the term of employment is due and the unit does not intend to renew the contract, the unit shall notify the non-tenure-track faculty member one month prior to the expiration of the term.

(V)Regular teaching hours: 6 hours more than the regular teaching hours of full-time faculty. Overtime teaching hours (including part-time teaching hours outside the school) and teaching hour payments shall be handled in the same way as full-time faculty.

(VI)Salary: The salary (annual pay) and compensation are paid in accordance with the Salary Items and Standards of Full-time Faculty, except for the non-tenure-track faculty member who have served years in the University, the former National Kaohsiung University of Applied Sciences, the former National Kaohsiung First University of Applied Sciences, and the former National Kaohsiung Marine University. The salary for the aforementioned faculty shall be paid in accordance with the regulations of full-time faculty in the University and shall not consider or credit relevant years of service for promotion.

(VII)Salary increment: For each completed year of service, those who are reappointed in accordance with the provisions of subparagraph 4 may be eligible for salary increment as full-time faculty.

(VIII) Leaves: Refer to the regulations of full-time faculty.

(IX)Benefits: Refer to the regulations of the endowment fund staff.

(X)Bonuses: A year-end work bonus is paid in accordance with the regulations of full-time faculty. Other bonuses shall be referred to the regulations of the University.

(XI)Pensions: The pension is deposited in accordance with the maximum contribution rate stipulated in Article 7, subparagraph 2 and Article 14, subparagraph 2 of the Labor Pension Act. If the faculty does not meet the requirements of the Act, it shall be handled in accordance with the regulations on severance pay for employees of government agencies and schools.

(XII)Insurance: Labor insurance, labor accident insurance, employment insurance, national health insurance, and other unspecified items shall be handled in accordance with relevant regulations.

(XIII)Severance pay:

1. For the non-tenure-track faculty member whose contracts are due and will not be renewed, severance pay shall be paid in accordance with the provisions of Article 5,

subparagraph 12. The standard of severance pay shall be based on the faculty's continuous and uninterrupted service years, except for those who voluntarily resign or are appointed as full-time faculty in the organization by the University.

2. The severance pay funds shall be financed from the University's consolidated funds. However, if the salary of the non-tenure-track faculty member comes from a self-generated income of the unit, the severance pay shall be financed by the unit's self-generated income.

(XIV) Part-time work or teaching outside of the University: Refer to the regulations of full-time faculty.

(XV) The non-tenure-track faculty member is required to engage in the assigned teaching, service, counseling, and research work, or be assigned by the University to participate in related work, and accept the supervision, assessment, evaluation, and appraisal of the appointing unit.

(XVI) Each academic unit may establish complementary measures to meet the needs of the department's affairs and include them as an attachment to the contract. Other unspecified items shall be handled in accordance with related regulations. Matters that are not covered in the Regulations shall be handled in related regulations.

VI. If the non-tenure-track faculty member is in any situations stipulated in Article 6, Item 1, subparagraphs 1 through 6, the term of employment shall be terminated without the need for review by the relevant levels of the Faculty Evaluation Committee.

If the non-tenure-track faculty member is in any situations stipulated in Article 6, Item 1, subparagraphs 7 through 13, the term of employment shall be terminated with the review by the relevant levels of the Faculty Evaluation Committee. The attendance and decision-making thresholds for the members of the relevant levels of the Faculty Evaluation Committee shall be handled in accordance with the provisions of the Article 6, item 3 of the Principles.

During the effective term of the contract, if a non-tenure-track faculty member falls under any of the circumstances stipulated in Article 7 of the Principles, the execution of the contract may be temporarily suspended. Temporary suspension of the contract for the non-tenure-track faculty member during the effective term shall be handled in accordance with the provisions of Article 8 of the Principles. Except for the circumstances specified in Article 8, item 1, which can be carried out upon approval by the Faculty Evaluation Committee, it is required to be approved by different levels of Faculty Evaluation Committee. The period of contract suspension shall not exceed the effective term of the contract.

The salary payment during the period of contract suspension for the non-tenure-track faculty member shall be handled in accordance with the provisions of Article 9 of the Principles.

VII. The terms and conditions related to the term of employment, contract termination, contract suspension, teaching hours, leaves, salary, salary increments, bonuses, benefits, pensions, insurance, severance pay, and other rights and obligations matters of the non-tenure-track faculty member shall be explicitly specified in the contract with the University.

If the non-tenure-track faculty member fails to meet the University's minimum teaching hours for two consecutive semesters during the term of employment or accumulates three semesters below the University's minimum teaching hours, the contract shall be unconditionally terminated or not renewed after the end of that semester.

VIII. The non-tenure-track faculty member who are newly appointed as full-time faculty in the organization, the calculation of relevant teaching experience is as follows:

(I) Promotion: non-tenure-track faculty member who has been issued a teaching certificate by the Ministry of Education are eligible to apply for a promotion as full-time faculty in the organization after acquiring the prove of teaching experience from the previous serving schools.

(II) Salary Adjustment: After being newly appointed as full-time faculty in the organization, salary adjustments shall be made in accordance with the Teacher Remuneration Act, the Rules of the Teacher Remuneration Act, and relevant regulations on the calculation of pre-service seniority for teachers.

(III) Retirement Benefits: The service years of the non-tenure-track faculty member shall not be counted as years for retirement benefits.

IX. In accordance with the provisions of IX, the appointing unit shall re-submit a proposal (including re-employment performance data) to appoint the non-tenure-track faculty member with endowment fund for the first semester of the 2022 academic year before the previous term of employment ends. The proposal shall not exceed three years.

X. The Directions have been approved by administrative meetings and the University Endowment Fund Management Committee and ratified by the President prior to the implementation. The same shall apply to all amendments to the Directions.